



# Local Licensing Authority

## MANAGER REGISTRATION APPLICATION

### Information & Checklist

---

#### **Description:**

Colorado Liquor Code requires that Hotel & Restaurant and Tavern licensees register the manager of their establishment where the owner has not chosen to manage the premises personally. No person may be the registered manager for more than one licensed establishment at any time. In addition, licensees are required to notify the state and local licensing authorities within five days after losing a registered manager, and they must designate a new registered manager within thirty days.

The Manager applicant will be required to appear before the Local Licensing Authority to respond to any questions the Authority may have regarding his/her training, experience, and background with regard to liquor service and management. The Deputy City Clerk will notify the applicant and the licensee of the hearing date once it is scheduled.

If approved, the application will be forwarded to the State for processing. Once the State has reviewed and approved the application, confirmation will be sent to the licensee by the Deputy City Clerk.

#### **What to know before submitting an application:**

- √ For questions about this application or the process, please contact the secretary to the Local Licensing Authority, the Deputy City Clerk, at 350 Kimbark St. or (303) 651-8647. Please note that the Deputy City Clerk may not provide you legal advice regarding your application.
- √ The application process takes approximately 90 days (from submittal to confirmation).
- √ ALL documents must be 8 ½ x 11 in size and typed or legibly printed in black ink. Please do not staple pages.
- √ Some documents require a notary. The City Clerk's staff can notarize these documents for you when you submit your application packet, if needed. Please be sure to bring your identification with you.
- √ **TWO (2)** complete, identical packets must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. **Incomplete application packets will not be accepted.**
- √ The Local Licensing Authority meets on the third Friday of each month at 10:00 a.m. in Courtroom A of the Safety & Justice Center, 225 Kimbark St., Longmont. You will be notified when your application will be scheduled for review by the Authority and you, or a representative, must appear at the hearing when scheduled.
- √ Licensees are expected to know, understand, and comply with the Colorado Liquor and Beer Code. Copies of the Colorado Liquor/Beer Code are available on the State of Colorado Department of Revenue website at: <https://www.colorado.gov/pacific/enforcement/liquor>

#### **CHECKLIST OF DOCUMENTS TO BE SUBMITTED:**

- ☐ 1. State form DR 8442 - Complete in all appropriate sections and signed by corporate or owner
- ☐ 2. Appropriate fees attached (See Fee Schedule)
- ☐ 3. City of Longmont Manager's Registration Form
- ☐ 4. Individual History Form (state form DR 8404-1)
- ☐ 5. Fingerprints (make appointment online at: <http://longmontcolorado.gov/departments/departments-a-d/city-clerk/licenses-and-permits/liquor-licenses> )
- ☐ 6. Three (3) character reference letters
- ☐ 7. Management agreement or affidavit showing duties, limitations, and compensation
- ☐ 8. City of Longmont Authorization to Release Information (notarized)